

**Minutes**  
**City of Burlington Plan Commission**  
**Police Dept. Courtroom**  
**June 9, 2009, 6:30 p.m.**

Mayor Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. followed by roll call: Aldermen Tom Vos and Steve Rauch; Commissioners Darrel Eisenhardt, Chris Reesman and Bob Henney were present. Commissioner John Lynch was excused. Town of Burlington Representative Phil Peterson was absent. Also present were City Administrator Kevin Lahner, Building Inspector/Zoning Administrator Patrick Scherrer, City Planner Patrick Meehan, and Alderman Robert Prailes.

**APPROVAL OF MINUTES**

Alderman Vos moved and Commissioner Eisenhardt seconded to approve the minutes of May 12, 2009. All were in favor and the motion carried.

**CITIZEN COMMENTS**

None.

**PUBLIC HEARINGS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**A. Consideration to approve a Site Plan application from James C. Filer on behalf of Our Savior Lutheran Church for property located at 417 S. Kane Street to expand a parking lot.**

- Mayor Miller opened this issue for discussion.
- Alderman Rauch questioned if the site plan requires a Professional Engineer stamp. Patrick Meehan stated they typically do not and in this case it is not required.
- Patrick Meehan stated there was a discrepancy between his memorandum and the City Engineers memorandum regarding the requirements of curb and gutter and drainage issues. He would like the applicant to refer to the City Engineer's memorandum for these items.
- There were no further comments.

Alderman Vos moved and Commissioner Eisenhardt seconded to recommend approval of a Site Plan for 417 S. Kane Street, subject to Kapur and Associates' June 1, 2009 and Patrick Meehan's May 26, 2009 memorandums to the Plan Commission as follows:

- Minimum Size of Off-Street Parking Spaces: Section 315-48(B) requires that no off-street parking space be less than 9 feet in width and 180 square feet in area. The proposed

Site Plan does not meet the 180 square feet area requirement for the 12 parking stalls labeled on the "Site Plan" as "122 COMPACT CAR STALLS." Therefore, the Site Plan needs to be revised accordingly and resubmitted to the City for City staff review for compliance.

- Minimum Required Width of Off-Street Parking Rows and Aisles: Section 315-48(M) sets forth the minimum required width of off-street parking rows and aisles. Based upon that requirement, a single row and aisle of 90-degree parking spaces needs to be a minimum of 45 feet in width and a double row and aisle of 90 degree parking spaces needs to be a minimum of 65 feet in width. The proposed Site Plan does not meet these requirements for all of those parking stalls proposed in the northwest corner of the proposed parking lot expansion area. Therefore, the Site Plan needs to be revised accordingly and resubmitted to the City for City staff review for compliance.
- Parking for Persons with Disabilities: Pursuant to the requirements of Section 315-48(H) and Table 4 of the City Zoning Ordinance, off-street parking for persons with disabilities needs to be met and indicated on the Site Plan. As indicated earlier, a total of 79 off-street parking spaces is proposed and three (3) of those spaces are proposed for persons with disabilities. However, a total of four (4) such spaces is required. Therefore, one (1) additional space needs to be provided for persons with disabilities and the Site Plan needs to be revised accordingly and resubmitted to the City for City staff review for compliance.
- Minimum Required Landscaping Within Off-Street Parking Lots: Section 315-48(D)(5) of the City Zoning Ordinance requires that in parking lots serving 10 vehicles or more, landscape areas shall total not less than 5 percent of the surfaced off-street parking area (inclusive of both parking stalls and associated 3 drives) and that perimeter landscaped areas adjacent to the off-street parking lot shall not be included in the aforementioned required 5 percent. Since a total of 11,473 square feet of additional asphalt paving is being proposed to accommodate the additional 58 off-street parking spaces, a total of 574 square feet of landscape area needs to be indicated on the Site Plan and perimeter landscaped areas adjacent to the off-street parking lot shall not be included. Therefore, the Site Plan needs to be revised accordingly and resubmitted to the City for City staff review for compliance. The calculations for these required area(s) also need to be provided by the applicant and indicated on the Site Plan indicating how those areas were calculated and determined by the applicant. In addition, Section 315-48(D)(5) also requires that: "Canopy trees shall be provided at the rate of one (1) tree for each fifteen (15) off-street parking spaces (or fraction thereof) within the interior of the off-street parking area." Based upon the provision of 58 additional off-street parking spaces for the proposed uses, a minimum of four (4) canopy trees needs to be placed within the interior of the off-street parking areas of the proposed new parking lot areas. This requirement will need to be shown that it is met by the submission of a Landscape Plan. The Landscape Plan may be incorporated into the revised Site Plan and resubmitted to the City for City staff review for compliance.
- Minimum Required Landscape Material Size Requirements: Sections 315-48(D)(6)(b) and 315-52(H)(12) of the City Zoning Ordinance require that all landscape plant materials planted as either parking lot landscaping or as required bufferyards meet or

exceed the minimum plant material size standards set forth in Section 315-48(D)(6)(b) of the City Zoning Ordinance at time of installation. These requirements will need to be met by the Landscape Plan which needs to be submitted to the City.

- Outdoor Lighting Plans: Sections 315-137(25) and 315-35(H) of the City Zoning Ordinance indicate, in part, that a Lighting Plan (if any new outdoor lighting is proposed) meeting the following requirements shall be submitted to the City and have, at a minimum, the following elements:
  - A catalog page, cut sheet, or photograph of the luminaire including the mounting method, a graphic depiction of the luminaire lamp (or bulb) concealment, and graphic depiction of light cut-off angles.
  - A photometric data test report of the proposed luminaire graphically showing the lighting distribution in all angles vertically and horizontally around the luminaire.
  - A plot plan, drawn to a recognized engineering or architectural scale, indicating the location of the luminaire(s) proposed, mounting and/or installation height in feet, the overall illumination levels (in footcandles) and lighting uniformities on the site, and the illumination levels (in footcandles) at the property boundary lines. This may be accomplished by means of an isolux curve or computer printout projecting the illumination levels.
  - Exterior lighting in the I-1 District shall be limited to total cut-off type luminaires (with angle greater than 90 degrees). The maximum permitted illumination shall be two (2) footcandles (as measured at the property line) and the maximum permitted luminaire height shall be 28 feet as measured from surrounding grade to the bottom of the luminaire.
- Location of any proposed stormwater management facilities, including detention/retention area(s) noted on the site plan. Stormwater calculations which justify the stormwater detention/retention area(s) shall be submitted. Said submission shall indicate how the planned stormwater drainage system meets the requirements of the City's stormwater management plan.
- Applicability for storm water management practices follows Ordinance 270-5 of the Burlington Code. The ordinance requires 40,000 square-feet of impervious area to require stormwater management therefore Storm water management will not be required.
- Applicant provide silt fence trenching detail on the plan set. Silt fence should be installed per to Wisconsin Department of transportation or Wisconsin DNR standards. Provide sequencing notes on the plans covering silt fence placement, topsoil removal, any stockpiling, seeding and ground cover restoration.
- Provide WDOT Type B Inlet protection around the two existing catch basins.
- We recommend 4" of asphalt placed in lifts of 2 1/4" binder, with 1 3/4" surface over an 8" base course as opposed to 3" on 6".
- City Engineer's recommend that curb and gutter is not required for the parking lot as per city ordinance. Requiring curb & gutter to the site will concentrate runoff and require the installation of additional concrete structures. By eliminating the curb and gutter the water is directed to grass swale which will reduce water volume and increase water quality. The

swale is directed to an existing catch basin inlet in the yard which ties directly to the city storm sewer collection system in Gardner Avenue.

- The plan appears to show curb stop barriers at the end of each stall. The Final plan should clarify this issue and require a barrier at the end of each stall.

All in favor and the motion carried.

B. Consideration to recommend approval to the Common Council of an Extraterritorial Certified Survey Map for Kurt and Julie Petrie in the Town of Burlington,

- Mayor Miller opened this issue for discussion.
- There were no comments.

Commissioner Eisenhardt moved and Commissioner Henney seconded to recommend approval of an ETZ Certified Survey Map for Kurt and Julie Petrie to the Common Council. subject to Kapur & Associate's May 20, 2009 and Patrick Meehan's May 26, 2009 memorandums to the Plan Commission as follows:

- Common Council, the Town of Burlington and Racine County approval the Certified Survey Map.
- The spelling of the word "street" be corrected in the zoning note on Sheet 1.

All in favor and the motion carried. This item will move on to the June 16, 2009 Committee of the Whole meeting.

## **OTHER MATTERS**

None.

## **ADJOURNMENT**

Alderman Vos moved and Commissioner Reesman seconded to adjourn the meeting at 6:36 p.m. All were in favor and the motion carried.

Recording Secretary  
Megan E. Johnson  
Assistant to the City Administrator